

CSBG Monthly Webinar: FY19 CSBG Application for Funds

July 26, 2018


Housekeeping

- FY18 amendment updates
- Public Hearing—tomorrow—July 27—9:00 am


New Platform

Webgrants 3: <https://webgrants.utah.gov/index.do>


WebGrants 3



Changed today



System Compatibility

 [Log In](#)


Log In

User ID:*

Password:*


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**WORKFORCE
SERVICES**
HOUSING & COMMUNITY
DEVELOPMENT

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CSBG FY19 Application

- Similarities to FY18 application:
 - Budget will be based on FY18 final award amount
 - Questionnaire—same questions as FY18
 - Attachments: will upload:
 - Modules 2, 3, 4
 - Board Roster
 - Board bylaws
 - Schedule of board meetings



CSBG FY19 Application

Differences to FY18 application:

❖ Budget—will be more specific than FY18

❖ Attachments: Also upload (if applicable):

☐ Proof of current charitable solicitations permit

Where can I get this?

<https://dcp.utah.gov/consumerinfo/lists.html?list=CH>

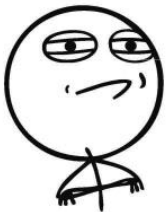
☐ Proof of 501c3 current standing with IRS

Where can I get this?

<https://apps.irs.gov/app/eos/>

You may upload screen shots from each website showing your agency is current

CHALLENGE ACCEPTED



FY 19 CSBG Application

Once you have your login...



The screenshot shows the Homeless to Housing (H2H) application interface. At the top, there is a header with the H2H logo and the text "Homeless to Housing". Below the header, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Search. A welcome message "Welcome Karen Test" is displayed. Below this, a "Main Menu" section contains a list of links: Instructions, My Profile, Funding Opportunities, My Applications, My Grants, and My Inventory. A large green arrow points to the "My Applications" link.

H²H Homeless to Housing

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Search](#)


Welcome Karen Test

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.


- [Instructions](#)
- [My Profile](#)
- [Funding Opportunities](#)
- [My Applications](#)
- [My Grants](#)
- [My Inventory](#)

FY 19 CSBG Application



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 **Funding Opportunities**

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.
Click on the column headers to sort list of Opportunities.

| ID | Agency | Program | Opportunity Title | Application Deadline |
|-------|---------------------------------|---------------------------------------|--|---|
| 00409 | State Community Services Office | Community Services Block Grant (CSBG) | FY19 Community Services Block Grant | 1/2018 |
| 00219 | State Community Services Office | Home Energy Assistance Target | 19 LIHEAP | 09/30/2018 |
| 00018 | State Community Services Office | Homeless to Housing - State Funds | 17 HOMELESS TO HOUSING (STATE GF ONE-TIME FUNDS) | Final Application Deadline not Applicable |
| 00320 | Homelessness Programs Office | Homelessness Services Grant | FY19 Homelessness Funding Projects | Final Application Deadline not Applicable |
| 00108 | State Community Services Office | Section 8 | Section 8 Landlord Incentive Program FY18 | Final Application Deadline not Applicable |

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Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application, click on the [Copy Existing Application](#) link.

Your apps will show here

| ID | Application Title | Status |
|-------|----------------------------|-----------|
| 00410 | FY19 CSBG Test Application | Submitted |
| 00411 | Test 2 | Submitted |
| 00412 | Test 3 | Editing |
| 00413 | CSBG Test #3 | Editing |

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

00409-FY19 Community Services Block Grant

Community Services Block Grant (CSBG)
Application Deadline: 08/31/2018 11:59 PM

Award Amount Range: Not Applicable
Project Start Date: 10/01/2018
Project End Date: 03/31/2020

Program Officer: Karen Quackenbush
Phone: 801-468-0142 x
Email: kquackenbush@utah.gov

Award Announcement Date:

Description

Description

This application is intended ONLY for the nine eligible Community Action Agencies throughout the State of Utah. Applications should be developed based on the Federal Fiscal Year (FFY) 2018 final allocation amount for each eligible entity.

Be sure to upload all requested attachments. Blank excel sheets for Modules 2,3, and 4 are provided under attachments. Please note: your agency's FY19 application will include the second year plan for the Module 3 activity submitted with the FY18 application.

Attachments

Click on the File Name to open attachment

| Description | File Name | File Size |
|-------------------------------|---|-----------|
| Budget instructions | CSBG_Application_Budget.revAug2018.pdf | 168 KB |
| FY19 Application Instructions | FY19_CSBG_Application_Instructions.pdf | |
| Blank Module 2 excel form | module2_f-numbered-1.xlsm | |
| Blank Module 3 excel form | module3_f_formatted-with-formulas-and-numbered.xlsm | |
| Blank Module 4 excel form | module4_f-numbered.xlsx | 96 KB |

For reference

Website Links

Click on the URL to go to website


URL
<https://jobs.utah.gov/housing/scso/csbg/index.html>

Description
State Community Services Office webpage for CSBG


FY19 CSBG Application

← → ↻ 🏠 Secure | <https://webgrants.utah.gov/editApplicationGeneralInformation.do?programAreaPk=1530203553747&oppor>

📱 Apps | 📄 Resize Gmail | 📄 WebGrants 1 | 📄 WebGrants 3 | 📄 Utah Division of Con | 📄 Imported | 📄 National Association | 📄 Communi



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Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact: *

Karen Test ▼

Project Title:
(limited to 250 characters) *

Authorized Official: *

Karen Test ▼

Organization: *


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FY19 CSBG Application


Application Components



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 **Application**

Application: 00412 - Test 3

Program Area: Community Services Block Grant (CSBG)
Funding Opportunities: 00409 - FY19 Community Services Block Grant
Application Deadline: 08/31/2018

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

| Form Name | Complete? | Last Edited |
|--|-----------|-------------|
| General Information | ✓ | 07/20/2018 |
| CSBG Application Questionnaire | ✓ | 07/23/2018 |
| Contract Work Plan | ✓ | 07/23/2018 |
| Request to Sub-Contract | ✓ | 07/23/2018 |
| Certification of Assurances | ✓ | 07/23/2018 |
| CSBG Budget | | 07/23/2018 |

FY19 CSBG Application

Application: 00414 - Test 4

Program Area: Community Services Block Grant (CSBG)

Funding Opportunities: 00409 - FY19 Community Services Block Grant

Application Deadline: 08/31/2018

Applicant Information

Please provide complete responses to each of the following questions.

Legal Name of Applicant:*

Is this agency a nonprofit/501(c)3?*

☐ Yes ☐ No

Is this agency a governmental organization, including an association of government (AOG)?*

☐ Yes ☐ No

Physical Address:*

Mailing Address (if different):

City/State/Zip Code:*

City

Utah

State

Zip Code

Counties served by agency:*

Primary Contact:*

Contact Phone:*

Contact email:*

Agency website:*

Agency EIN#:

Agency DUNS#:



FY19 CSBG Application

Application Questionnaire

1. Does your agency meet the Tripartite board requirements of CSBG?* ☐ Yes ☐ No

2. Are all Board seats filled?* ☐ Yes ☐ No

5. Describe the agency's planning and program development process.

(Include timelines, types of meetings, research and input processes, and reference community needs assessment plan).

Planning and Program Development Process:(max char. 2000)*

6. Please list all programmatic and fiscal monitoring visits conducted by any of the agency's funding sources during the last fiscal year through the date of this application.

(Please include Agency name and date of Monitoring Visit)

Agency and Date of Monitoring Visit:(max char. 1000)*

7. What is the agency's current assessment of training and technical assistance needs, and what plans have been undertaken to fulfill those needs?

Assessment:(max char. 2000)*

8. What is the most recent date the Board has conducted a performance evaluation of the Executive Director?

Performance Evaluation Date:*

9. What activities funded in the past five years by the State's CSBG Discretionary funding have been beneficial for your agency? (List in order of priority)

Activities(max char. 1000)*

FY19 CSBG Application

10. What new activities would you propose be funded by the State's CSBG Discretionary funding? (List in order of priority)

New Activities:(max char. 1000)*

11. What are the agency's top priorities as determined by the 3 Year Community Needs Assessment?

Top Priorities:(max char. 2000)*

12. Which agencies in your service area will you partner with to address the priorities listed above?

Agency Partners:(max char. 1000)*

13. How has the agency implemented, or planned to implement, the organizational standards, and how will these changes enhance program delivery to move people out of poverty?

Organizational Standards:(max char. 2000)*

14. Describe how the agency meets the childcare support services and referral requirements of Section 678G (b) of the CSBG Act?

(b) Child Support Services and Referrals - During each fiscal year for which an eligible entity receives a grant under section 675C, such entity shall -

(1) inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services; and

(2) refer eligible parents to the child support offices of State and local governments.

Childcare support services and referral requirements:(max char. 500)*

FY19 CSBG Application



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Application

Application: 00414 - Test 4

Program Area: Community Services Block Grant (CSBG)
Funding Opportunities: 00409 - FY19 Community Services Block Grant
Application Deadline: 08/31/2018

Application Attachments

Private CAAs: attach each of the following docs. Public CAAs--ignore request for charitable solicitations permit and proof of IRS 501(c)3 designation.

Module 2* No file chosen

Module 3* No file chosen

Module 4* No file chosen

Current Board Roster* No file chosen

Current Bylaws* No file chosen

Current Schedule of Tripartite Board Meetings* No file chosen

Proof current charitable solicitations permit No file chosen


Proof of 501(c)3 current standing with IRS No file chosen

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Once you have reviewed responses to all sections of the questionnaire---mark as complete

FY19 CSBG Application


- Return to application components
- Select next Component
- Contract Work Plan—Similar to FY18 Application



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 **Application**

Application: 00414 - Test 4

Program Area: Community Services Block Grant (CSBG)
Funding Opportunities: 00409 - FY19 Community Services Block Grant
Application Deadline: 08/31/2018

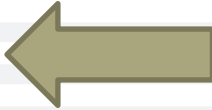
Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.



Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

| Form Name | Complete? | Last Edited |
|--------------------------------|-----------|-------------|
| General Information | ✓ | 07/23/2018 |
| CSBG Application Questionnaire | | |
| Contract Work Plan | | |
| Request to Sub-Contract | | |
| Certification of Assurances | | |
| CSBG Budget | | |




Contract Work Plan

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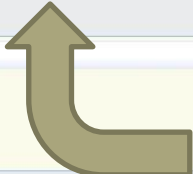
 **Application**

Application: 00414 - Test 4

Program Area: Community Services Block Grant (CSBG)

Funding Opportunities: 00409 - FY19 Community Services Block Grant

Application Deadline: 08/31/2018



Instructions

In an effort to better understand what programs your agency operates and how those programs interact with the national goals, please complete the following table for all programs operated under your tri-partite board structure.

CSBG One-Year Work Plan [Mark as Complete](#) | [Go to Application Forms](#)

| Program Name: | Brief Program Description: | National Indicator: | New Program: | CSBG Funds: |
|-----------------|----------------------------|---------------------|--------------|-------------|
| Last Edited By: | | | | |

Contract Work Plan

After all parts of work plan have been
entered and reviewed—Mark as Complete



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 **Application**

Application: 00414 - Test 4

Program Area: Community Services Block Grant (CSBG)
Funding Opportunities: 00409 - FY19 Community Services Block Grant
Application Deadline: 08/31/2018

Instructions

In an effort to better understand what programs your agency operates and how those programs interact with the national goals, please complete the following table for all programs operated under your tri-partite board structure.

CSBG One-Year Work Plan

| | |
|-----------------------------------|-------------------------------------|
| Program Name:* | <input type="text"/> |
| Brief Program Description: | <div></div> |
| National Indicator: | <input type="text"/> |
| New Program: | <input type="text"/> |
| CSBG Funds: | <input type="text" value="\$0.00"/> |

Use updated NPIs

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Request to Subcontract

- Similar to FY18
- If your agency does not subcontract its CSBG funds:
 - open component and then mark as complete
- If your agency subcontracts—click on “Add”
- When all are added—mark as complete

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Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

Application

Application: 00414 - Test 4

Program Area: Community Services Block Grant (CSBG)

Funding Opportunities: 00409 - FY19 Community Services Block Grant

Application Deadline: 08/31/2018

Request to Sub-Contract [Mark as Complete](#) | [Go to Application Forms](#)

| Sub-Contract Agency: | Contact Person: | Phone Number and Extension: | CSBG Funds: | State Response: |
|----------------------|-----------------|-----------------------------|-------------|-----------------|
| | | | \$0.00 | |

Last Edited By:

FY19 Budget

- The budget form is different for the FY19 application

Application

Application: 00415 - Test 5

Program Area: Community Services Block Grant (CSBG)

Funding Opportunities: 00409 - FY19 Community Services Block Grant

Application Deadline: 08/31/2018

Instructions

In the budget description, please provide budget details including expected number of FTEs, expected consultants, and specifics for any funds requested for "Unclassified Other."

Budget Description

CSBG Budget Description: (max char.
2000)*

Please provide a description of the budget request including FTEs, consultants, and specifics to be funded under unclassified other.

 Instructions

CSBG Requested Budget

| "Category" | Requested Amount |
|------------------------------------|-------------------------------------|
| Salaries & Wages/Fringe: | <input type="text" value="\$0.00"/> |
| Consultants & Contracts: | <input type="text" value="\$0.00"/> |
| Direct Client Services | <input type="text" value="\$0.00"/> |
| Communications | <input type="text" value="\$0.00"/> |
| Consumable Supplies | <input type="text" value="\$0.00"/> |
| Rental/Lease/Purchase of Equipment | <input type="text" value="\$0.00"/> |
| Space Cost | <input type="text" value="\$0.00"/> |
| Unclassified Other | <input type="text" value="\$0.00"/> |

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FY19 Budget



Application

Application: 00415 - Test 5

Program Area: Community Services Block Grant (CSBG)

Funding Opportunities: 00409 - FY19 Community Services Block Grant

Application Deadline: 08/31/2018

Instructions

In the budget description, please provide budget details including expected number of FTEs, expected consultants, and specifics for any funds requested for "Unclassified Other."

Budget Description

CSBG Budget Description: (max char. 2000)*

Please provide a description of the budget request including FTEs, consultants, and specifics to be funded under unclassified other.



CSBG Requested Budget

| "Category" | Requested Amount |
|------------------------------------|-------------------------------------|
| Salaries & Wages/Fringe: | <input type="text" value="\$0.00"/> |
| Consultants & Contracts: | <input type="text" value="\$0.00"/> |
| Direct Client Services | <input type="text" value="\$0.00"/> |
| Communications | <input type="text" value="\$0.00"/> |
| Consumable Supplies | <input type="text" value="\$0.00"/> |
| Rental/Lease/Purchase of Equipment | <input type="text" value="\$0.00"/> |
| Space Cost | <input type="text" value="\$0.00"/> |
| Unclassified Other | <input type="text" value="\$0.00"/> |



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Budget reminders

- Budget categories:
 1. Salaries & Wages/Fringe---combined category
 2. Consultants & Contracts
 3. Direct Client Services
 4. Communications
 5. Consumable Supplies
 6. Rental/Lease/Purchase of Equipment
 7. Space Cost
 8. Unclassified Other—specifics included in this category must be spelled out in the budget description.



Budget: Salaries, Wage & Fringe

This Category now combines salary and fringe on 1 budget line:

- Gross payroll for all full-time and part-time employees **charged directly** to CSBG program.
- Amount should include both Program staff and Program Administrative salaries and wages if billed as direct costs and supported by time & activity reports when required.
- Note: Indirect charges to program should be reported under “Unclassified Other”

Budget: Salaries, Wage & Fringe

- Fringe (including payroll taxes):
- Employer's Payroll Taxes:
Social Security, Medicare, State Unemployment, Federal Unemployment, & Worker's Compensation
- Fringe Benefits:
Health, Dental, Life, Vision & Disability Insurance
Pension, Retirement & 401(k), and certain leave*

* Consult applicable OMB Circulars

Admin vs Program reminder

- The budget designed for this application and contract does not break out the admin costs to be reported in the annual report—module 2.

| | |
|--|-----|
| A.2k. Total CSBG Expenditures (auto calculated) | \$0 |
| A.3. Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37. | |

- For Annual Report consideration of administrative costs and for system tracking: Administrative cost information and guidance is available in Information Memorandum 37.
- The URL for IM 37 is:

<https://www.acf.hhs.gov/ocs/resource/im-no-37-definition-and-allowability-of-direct-and-administrative-cost>

Also consult 45 CFR Part 75 (HHS implementing regulations for 2 CFR Part 200 and 42 U.S.C. 9916(a)(1)(b))

Terms and conditions to support the CSBG program can be found online at: <http://www.acf.hhs.gov/grants/post-award-requirements>

Consultants & Subcontracts:

Most common type of expenditures reported under this category:

- Payments to third parties under sub-award and/or sub-contract agreements to provide services or activities specified in the CSBG contract.

Note: All sub-contract agreements must be approved in advance by SCSO (“Request to Subcontract” part of CSBG application)

Other types of expenditures under this category:

- Fees for annual single audit (if required and direct-costed)
- Other professional fees such as T&TA (must be allowable under CSBG rules, regulations & guidelines)

Examples: Travel

Reminder—documentation needed for travel RFFs

Out of State Travel

- Airfare
- Lodging
- Meals (per diem)
- Conference/Registration Fees

In-State Travel

- Personal Vehicle Mileage Reimbursements
- Motor Pool (if direct-costed)
- Vehicle Fuel
- Lodging
- Meals (per diem)
- Conference/Registration Fees

Examples: Space Costs and Rental

Most Common Expenditures include:

- Office/Facility Rent
- Utilities (power, gas, water)
- Minor Building Repairs & Maintenance
- Janitorial Services
- Grounds Maintenance
- Trash Removal
- Insurance (buildings)

Examples: Consumable Supplies

Most Common Expenditures include:

- Office Supplies
- Copier & Printing Supplies
- Classroom Supplies
- Computer Software & Supplies
- Subscriptions and Publications

Examples: Rent/Lease/Purchase of Equipment

Most Common Expenditures include:

- Equipment Rental (copier lease)
- Computer Hardware
- Equipment Purchases

Other Expenditures that fit here:

- Equipment Repair & Maintenance
- Vehicle Repair & Maintenance

Examples: Unclassified Other

Most Common Expenditures include:

- Indirect and Admin Cost Pool costs allocated to CSBG
- Insurance, such as D & O Liability
- Dues & Membership Fees

(Note—Direct Client Services is now on a separate budget line)

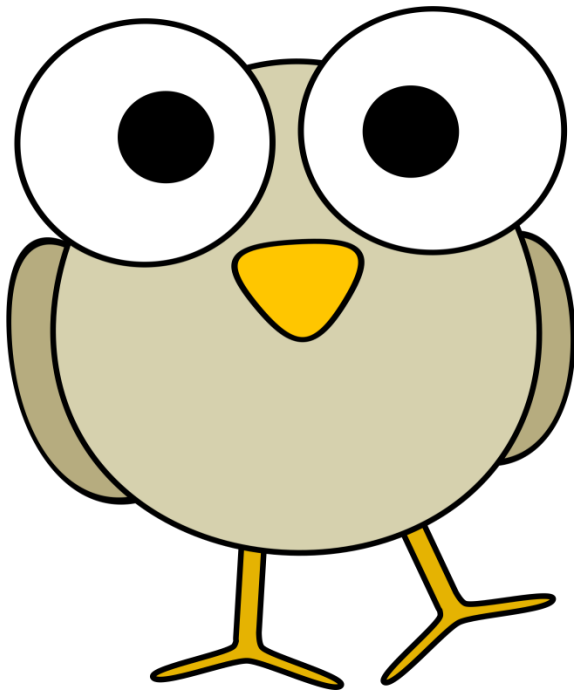
The Skinny.....

- Application instructions, budget reminders, and excel forms for Modules 2, 3, and 4 are attached to the funding opportunity and will also be available on the website.

(Note: You will be submitting your agency's 1st Module 2, 3, and 4 reports to me in January 2019)

- Anticipated dates: Open Aug. 1—Close Aug 31st
- Contracts---Effective date Oct. 1---but award letter must be received ahead of contracting

Questions?



??